



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BOARD FOR LICENSING CONTRACTORS**

500 JAMES ROBERTSON PARKWAY  
DAVY CROCKETT TOWER, SUITE 110  
NASHVILLE, TENNESSEE 37243-1150  
TELEPHONE: 800-544-7693 OR (615) 741-8307 OR FACSIMILE (615) 532-2868  
[www.state.tn.us/commerce/boards/contractors](http://www.state.tn.us/commerce/boards/contractors)

## Contractor Pre-Licensing Course Provider

The Board for Licensing Contractors held a rulemaking hearing on January 24, 2007 and adopted the proposed rules of Chapter 0680-5 relative to approving contractor pre-license course providers.

The Board is accepting applications from course providers and these will be considered at their regularly scheduled meetings. Their next meeting will be May 22, 2007. Applications received after this meeting, will be held for the next Board meetings, as scheduled on the calendar located on the website at:

<http://www.state.tn.us/commerce/boards/contractors/users/lccalendar.html>

Please complete the attached application and submit with the \$1,500.00 nonrefundable application fee. After the Board meeting, you will be sent notification of approval or if denied, the reasons and a request for additional information needed to be approved. Approval is granted for three (3) years. Upon the end of the approval period, you will be sent a notice to renew.

Should you have changes, please notify the Board in writing with the revised information. There is not a fee to make revisions. If the bond is canceled, the course approval is considered void or denied, until a new bond is in place.

Please note, course providers continuing to offer services after July 1, 2007, without Board approval, are subject to disciplinary action.

If you have any questions, feel free to contact the Board at (615) 741-1202 or by email at: [Carolyn.Lazenby@state.tn.us](mailto:Carolyn.Lazenby@state.tn.us)



State of Tennessee  
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## Contractor Pre-Licensing Course Provider

(Application Fee: \$1,500.00 – Nonrefundable - Three (3) Year Fee)

Provider's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_; Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_ No \_\_\_ Yes - www. \_\_\_\_\_

Mode of Operation: \_\_\_ Sole Proprietor \_\_\_ Corporation \_\_\_ LLC \_\_\_ Partnership

**Owner(s) or Major (20% or greater) Stockholders:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Is the provider a subsidiary or division of another company? \_\_\_ No \_\_\_ Yes – Attach explanation.

**Delivery of Course:** (check all that apply)

\_\_\_ Classroom \_\_\_ Internet/Web \_\_\_ DVD \_\_\_ Books and Materials \_\_\_ Other- \_\_\_\_\_

**Subject** (Attach Course Outline) **Instructor** (Attach Resume) **Length** (Hours)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

(May submit attachments if more than four (4) courses)

**Materials:** (Please submit materials you wish to have approved)

**Promotion:** (Please submit copies of advertisements/ brochures)

**Surety Bond:** (Please attach \$50,000 surety bond in the Board's format)

**Schedule of Classes and Office Locations:** (Please attach schedule and address of each facility)

**Cancellation/Reschedule Policy:** (Please attach policy to make up classes)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_ Approved \_\_\_ Denied \_\_\_ Pending: \_\_\_\_\_  
(Board Member) (Date)



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**COURSE PROVIDER AFFIDAVIT**

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I, \_\_\_\_\_, affirm in applying to the  
(Print Name)

Tennessee Board for Licensing Contractors, to be approved as a:

**Contractor Pre-license Course Provider**

hereby depose and says as follows:

The foregoing statements and information supplied as an applicant are true and correct, to the best of my knowledge. As a contractor pre-license course provider, this entity will not:

- Disseminate false or misleading information concerning any course, classification or law;
- Claim to possess, reveal or distribute any questions utilized in the examination given by the Board's examination vendor;
- Entice an applicant to apply for unnecessary classes or purchase unnecessary course materials;
- Advertise or promote that fees charged for the course will be waived if the student fails exam;
- Advertise or promote they have been recommended or endorsed by the Board; or
- Advise, offer or recommend accountants or insurance brokers to complete any license application requirements.

\_\_\_\_\_  
(Signature)

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY PUBLIC)

My Commission Expires: \_\_\_\_\_

(SEAL)

(To be completed by each owner or major stockholder)

STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
BOARD FOR LICENSING CONTRACTORS



**PRE-LICENSING COURSE PROVIDER SURETY BOND**

**Bond #** \_\_\_\_\_

BE IT KNOWN, that \_\_\_\_\_  
(Name of Course Provider)

of \_\_\_\_\_,  
(Mailing and Physical Address)

As principal, and

\_\_\_\_\_  
(Name of Surety Company)  
as surety, are held and firmly bound unto the State of Tennessee, for the benefit of all owners, as defined by *Tennessee Code Annotated*, Title 62, Chapter 6, undertaken by the principal in the full and just sum of fifty thousand dollars (\$50,000.00) for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden principal has applied to the Board for Licensing Contractors for approval to provide contractor pre-licensing courses; and

WHEREAS, under the provisions of Title 62, chapter 6, Part 138 of Tennessee Code Annotated, and as amended, and Rule 0680-5, the principal is required to file this bond in order to obtain approval to act as a contractor pre-licensing course provider.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH that, if the above bounden principal shall comply in all respects with Title 62, Chapter 6, Part 138 of Tennessee Code Annotated, and the regulations promulgated thereto 0680-5, then this obligation shall be void otherwise to remain in full force and effect.

FURTHER, this bond is to be responsible for damages arising from principal failing to provide services after receiving payment, if such service was paid prior to any inactivation, expiration or revocation of the provider's approval.

This bond shall become effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and shall be continuous; however, each renewal period or portion thereof shall constitute a new bond term. Regardless of the number of years this bond may remain in force, the liability of the surety SHALL not be cumulative, and the aggregate liability of the surety for any and all claims, suit or action under this bond shall not exceed the sum of \$50,000.00. The surety may cancel this bond by giving ninety (90) days notice to the Tennessee Board for Licensing Contractors and principal by certified mail of such cancellation, it being understood that surety shall not be relieved of liability that may have accrued under this bond prior to the date of cancellation.

Witness our hands and official seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NAME OF COMPANY (Course Provider)

\_\_\_\_\_  
NAME OF SURETY

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL (Owner)

\_\_\_\_\_  
ADDRESS OF SURETY

DATE: \_\_\_\_\_

\_\_\_\_\_  
NAME OF SURETY AGENT

(SEAL)

\_\_\_\_\_  
SIGNATURE OF SURETY AGENT

\_\_\_\_\_  
ADDRESS OF SURETY AGENT

THE BOND IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF TITLE 62, CHAPTER 6; OF *TENNESSEE CODE ANNOTATED*. SHOULD THERE BE ANY CONFLICT WITH THE TERMS THEREOF, AND THE STATUTE, THE STATUTE OR REGULATION SHALL PREVAIL.

(POWER OF ATTORNEY FROM AN APPROVED INSURANCE COMPANY MUST BE ATTACHED)

